



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 12, no. 20

GP 3.16/3-2:12/20

September 15, 1991

GPO Assigns ISBN Numbers to Selected Documents

In August, 1991, GPO began assigning International Standard Book Numbers (ISBN) to some documents in the Sales Program as a means of improving service to customers interested in purchasing U.S. Government publications. The purpose of the ISBN is to coordinate and standardize book numbering systems internationally. An ISBN identifies one title or edition of a title from one specific source and is unique to that edition.

GPO will assign ISBNs only to monographs sold through the Superintendent of Documents Sales Program. They will not be applied to most serial-type documents distributed as a subscription service.

The ISBN will print directly under the "For Sale" line currently being printed in publications sold by the Superintendent of Documents. Also, as part of this program, GPO will print the ISBN in Bookland EAN (European Article Number) Bar Code format, usually on the back cover. Following are samples of these two items:

Sample "For Sale" Line:

For sale by the U.S. Government Printing Office
Superintendent of Documents, Mail Stop:SSOP, Washington, DC 20402-9328
ISBN 0-16-036302-0

Sample Bar Code:



ISBN numbers currently appear in bibliographic entries in the Monthly Catalog of U.S. Government Publications. Beginning with the November, 1991, issue, ISBN numbers will also appear as access points in the stock number index.

GPO expects this important program to enhance worldwide dissemination of many Federal agency publications.





United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

September 5, 1991

Dear Depository Librarian:

The Department of the Interior recently apprised the Library Programs Service that a joint publication of the Bureau of Mines and the Bureau of Indian Affairs contained confidential information and was distributed to depository libraries in error. This publication, Preliminary Investigation of Bulk Minable Gold Deposits, Colorado River Indian Reservation, Arizona and California, is "required for official use only" under provisions of Title 44, U.S.C. 1902.

Descriptive information about this publication:

Title: Preliminary Investigation of Bulk Minable Gold Deposits, Colorado River Indian Reservation, Arizona and California, Report BIA No. 50-IIIB, 1990
Shipping list #: 91-0093-P
Shipping list date: January 28, 1991
Item number: 0637
SuDocs class #: I 28.2:G 56

I am requesting that you immediately withdraw this publication and **destroy it by any means that will prevent disclosure of its contents**. Thank you for your cooperation and prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Wayne P. Kelley".

WAYNE P. KELLEY
Assistant Public Printer
(Superintendent of Documents)

Selected Water Resources Abstracts Will Cease Publication

The U.S. Geological Survey's Water Resources Scientific Information Center (USGS/WRSIC) has recently announced that monthly issues of the publication, Selected Water Resources Abstracts (SWRA), will cease with the December 1991 issue. The 1991 annual indexes will not be printed at all.

USGS/WRSIC has cited budget exigencies and the wide range of commercial sources which provide access to SWRA as reasons for discontinuing the printed publication. Magnetic tapes can be leased from the National Technical Information Service. The SWRA database of 235,000 abstracts is available online via DIALOG and the European Space Agency-Information Retrieval Services. Several vendors, listed below, have produced CD-ROM versions of the SWRA. Subscription prices have been provided if known.

National Information Services Corporation
Suite 6, Wyman Towers
3100 St. Paul St.
Baltimore, MD 21218
\$595/year

OCLC, Inc. (Through 12/91)
6565 Frantz Rd.
Dublin, OH 43017-0702
\$750/year to non-members
\$700/year to members

Silver Platter Information, Inc. 1 Newton Executive Park Newton Lower Falls, MA 02162-1449	(In process; taking over from OCLC)
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Cambridge Scientific Abstracts 7200 Wisconsin Ave. Bethesda, MD 20814	(In process)
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As no government agency is producing the CD-ROM version of the SWRA, it will not be a depository item. Depository libraries selecting item number 0604-B-01, SuDocs class stem I 1.94/2:, will receive all outstanding issues through December 1991 in microfiche from the Library Programs Service.

The Library Programs Service has been advised that staff of the Joint Committee on Printing is looking into this situation.



Map Availability Records on the GPO Cataloging Tapes

GPO has been receiving feedback from vendors and the depository library community concerning the cataloging records for availability versions of map records as they appear on the GPO Cataloging Tapes. GPO's practice has been to produce multiple availability records with the same OCLC control number. This practice, combined with the normal deduplication process performed by the Library of Congress, Cataloging Distribution Service (CDS), makes it difficult for many local systems to identify and process these records.

Current Procedure:

GPO creates an availability record for each individual map quadrangle of a particular state by using the collected set records for the entire state. The collected set record is modified to reflect and identify each specific quadrangle. The record is then produced, which creates a bibliographic entry in the Monthly Catalog and on the GPO Cataloging Tapes. Each quadrangle in a state has the same OCLC control number, the OCLC control number of the collected set record. The availability records that identify each individual quadrangle do not appear on the OCLC database. The collected set record remains unchanged on the OCLC database.

GPO currently distributes collective and availability records for maps on the GPO Cataloging Tapes distributed by CDS. Only a portion of the map availability records are distributed following the deduplication process at GPO and LC. A deduplication check is performed using the 001 field (OCLC control number) and the 005 field (Date and time of latest transaction). If a single month's data contain multiple transactions with the same OCLC control number, only the latest iteration of a record is retained and distributed by CDS.

New Procedure:

On December 9, 1991, GPO will begin to provide permanent map availability records by creating a separate cataloging record for each quadrangle with its own unique OCLC control number. The start-up date for this procedure has been selected so that cataloging records reflecting the change in procedure will appear in the January 1992 GPO Cataloging Tapes. These cataloging records will appear in the March 1992 issue of the Monthly Catalog.

Cataloging for individual quadrangles will change to reflect more specific bibliographic identification of each quadrangle on the piece level. GPO will no longer use the existing collective set records for maps as the basis for the creation of map availability records. The use of a unique OCLC control number for each availability record will allow CDS to distribute all of the map availability records to GPO Cataloging Tape users. The permanent availability records will also be included on the OCLC database.

Users will be able to identify map availability records through the 949 MARC field. GPO will code subfield "a" of the 949 field as "AVR" to identify the record as an availability record.

For those GPO Cataloging Tape users who prefer not to select the map availability records, GPO will provide a one-time dissemination of the collective set records for each state. These records will appear on the January 1992 GPO Cataloging Tape only. They will not be available in the Monthly Catalog.

GPO will not change its current deduplication process for eliminating availability versions of serials and multi-part monographs. GPO will perform deduplication based on the 001 and 005 fields and these non-map availability records will not be sent to CDS for distribution.

If you have questions about this change in procedure, please contact:

Laurie Beyer Hall
Chief, Cataloging Branch (SLLC)
U.S. Government Printing Office
Washington, D.C. 20401
(202) 275-1128
FAX: (202) 275-7434



Discover a World
of Maps and Charts . . .
in a **MAP**
Depository Library !

Tour of the Library Programs Service

Library Programs Service (LPS) staff frequently conduct tours for visiting librarians, students, printers and publishers, and others interested in the Federal Depository Library Program. For the benefit of those who cannot come to Washington and tour the premises personally, we present the tour's content below, together with a diagram of the physical layout of the LPS space. The tour is designed to illustrate all the different functions performed by LPS staff in readying publications for distribution, distributing them, cataloging them after distribution, and ensuring the integrity of the program by managing relationships with the 1400 Federal Depository Libraries.

Introduction

The Library Programs Service represents only 2.5% of the workforce of the U.S. Government Printing Office (GPO). Most of the GPO workforce is engaged in work that involves the printing of documents, procurement of printing of documents, or tasks relating to or in support of these functions. But the Library Programs Service has unique responsibilities within GPO.

Out of a total GPO workforce of nearly 5,000, LPS has fewer than 130 employees. Yet this small number of employees is responsible for four distinct programs: the Federal Depository Library Program, the Cataloging and Indexing Program, the International Exchange Service (IES) Program and, the newest program, the Information Technology Program.

The Federal Depository Library Program (FDLP) is by far the largest of the programs managed by LPS. This program involves the acquisition, classification, format conversion, distribution and inspection of depository materials and the coordination of nearly 1,400 Federal depository libraries.

The Cataloging and Indexing Program is tasked with providing cataloging and classification information on all applicable documents produced by the Federal Government.

The International Exchange Service is a program that GPO administers for the Library of Congress. Although sometimes thought of as an international version of the depository program, IES actually involves an exchange of U.S. Government publications for foreign publications between the Library of Congress and various foreign libraries.

The Information Technology Program (ITP) was established to introduce electronic publications and electronic dissemination into the Federal Depository Library Program. Five pilot projects have been completed and the results of these pilots are currently being evaluated. These results will help determine the utility and economic viability of distributing Government information to depositories in these formats.

With the exception of LPS's receiving section, located on the ground floor, all of LPS's employees work in one area of the sixth floor of the main GPO building. This is

the area we will be touring. For the most part, the tour will be conducted in the order that the publications are processed.

STOP #1 - Warehouse Area

For most of the 19th century, the Superintendent of Documents was an official of the Department of the Interior. Then, as now, he was tasked with the distribution of Federal Government publications. The Printing Act of 1895 established the modern Federal Depository Library Program and simultaneously moved the Office of the Superintendent of Documents to the Government Printing Office.

It was felt at the time that if the Superintendent of Documents were here at the GPO, he would be more aware of what was being printed and there would be less chance of a newly printed document not getting into the depository program. As you can see, fugitive documents have been a problem for over a hundred years.

The Library Programs Service is divided into two divisions. The Library Division performs library related functions (acquisition, classification, cataloging, inspections, etc.). The Distribution Division, where we are starting our tour, handles the physical distribution of publications and the handling of any claims for these publications.

We are standing in the warehouse section of the Distribution Division. Surrounding us are pallets loaded with boxes of Government documents. How did these materials find their way here? To understand that question, we have to look at why the Office of Superintendent of Documents was moved from the Department of the Interior to the GPO.



1. Checking incoming orders in Receiving are, left to right: Curtis Graves, John Ratcliffe, Jonas Powell, William Oliver, and Levern Bacote.

As you might already know, the average item number is selected by only a fraction of the depositories. Therefore we only need approximately 450 copies of most publications. It is uneconomical to print only 450 copies of most things; so instead of initiating a separate printing for depository copies, GPO rides the publishing agency's own print order for the depository copies we need. This system solves many problems, but it also creates some problems that have haunted us for years.

Here is how the system is supposed to work: When an agency wants to print a publication, the agency usually comes to GPO, but not always! If the agency comes to GPO, a **Notification of Intent to Publish Form** is initiated. As you can see from this form, only a minimum amount of information, mostly related to printing, is furnished. Although a large percentage of printing requisitions are handled here at the main office, a number of Regional Printing Procurement Offices (RPPO's) have been established around the country to handle printing requests from Federal agencies located far from Washington, D.C.

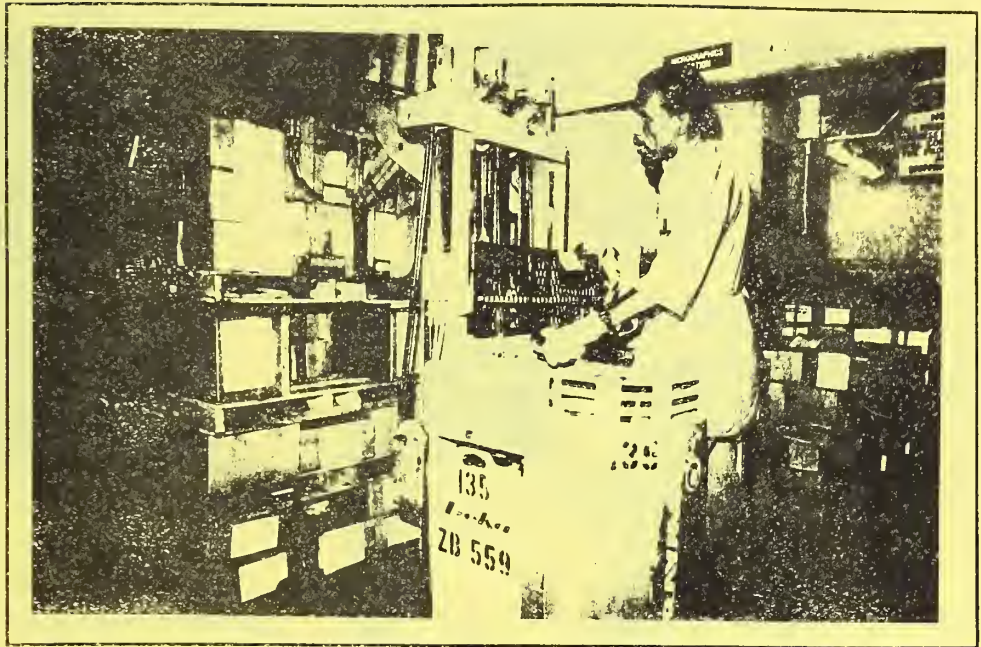
The printing of these publications cannot be delayed, so LPS staff have only a few hours to determine from this form whether or not the publication is suitable for the depository program. (Incidentally, GPO's Sales Service also has only a few hours to decide if a particular publication is suitable for the Sales Program). If the material is deemed suitable for inclusion into the depository program, then a preliminary classification number is assigned, so that an item number can be given to the document. Only when an item number is assigned will we be able to tell how many copies of this particular publication we will need.

As an example of how this process works, let's take a hypothetical request by the Department of Defense to print 50,000 copies of a pamphlet. When the **Notification of Intent to Publish** form is faxed to LPS, LPS decides it is in scope for distribution to depositories and by using the procedures just described, decides that 350 libraries have requested the item number that would include this pamphlet. GPO adds 20 claims copies and three "sample" copies for a total of 373 depository copies. The total printing run would then be 50,373 copies.

Agencies sometime never realize that depository copies of their materials are being made and distributed, as GPO picks up the costs of these extra publications when the printing is done through GPO. When an agency does not go through GPO for its printing, depository copies are supposed to be printed and sent to LPS at agency expense. But agencies sometime forget about depository copies, which in turn leads to "fugitive documents," as these materials never find their way into the program.

Now let's return to our example. After the printing is complete, LPS receives its "cut" of the print order - the 373 copies we ordered. The 373 copies arrive in Receiving on the ground floor. Incoming materials are usually not counted individually, as that would be time consuming and there is not enough staff to engage in this type of activity. Usually, shipments are weighed, giving us a "ballpark estimate" as to the number of publications we actually have received. It is also important to note that we routinely receive fewer copies than we ordered.

Once the "skid" or "pallet" of publications has been checked-in downstairs, it is sent by elevator to this warehouse area. Three empty sample or "joker" boxes are then filled with one copy of a publication from each skid. The boxes are supposed to represent a full shipment to a regional library. The contents of a sample box is what is listed on a shipping list. So theoretically, each shipping list equals the contents of a full shipment to a Regional Library.



2. Sylvester Shorter moves pallets from the ground floor Receiving Section to the storage area on the 6th floor.

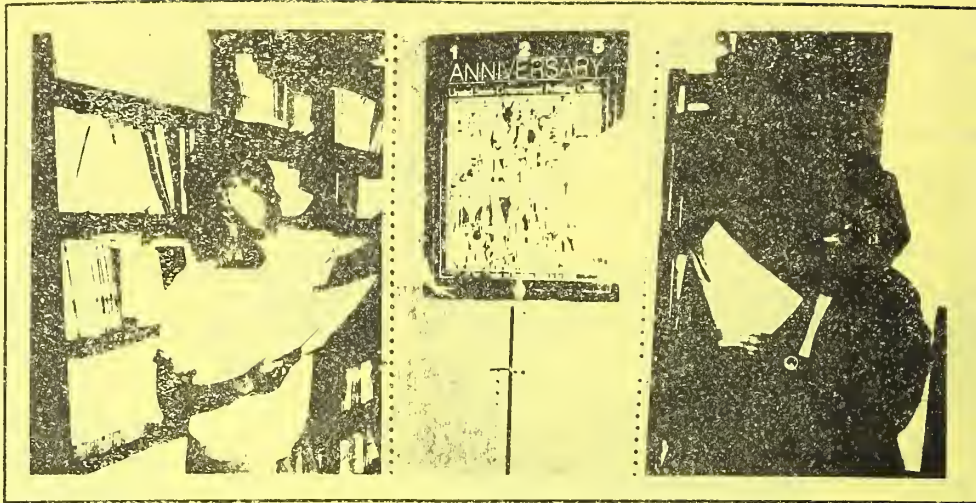
One of these boxes remains in the Depository Distribution Division to act as a physical "sample" of a shipment. Another will be a sample for the IES distribution. The third goes off to classification where a full SuDocs class number is assigned to each publication. While in classification, there is a possibility that, with the publication now in hand, the original class given to the publication before it was published is found to be incorrect. That in turn might change the item number of the publication and the number of copies LPS needs to distribute to depository libraries.

If everything goes as planned, then a shipping list is completed and a date for the shipment is established. Our next stop will be the claims area.

STOP # 2 - Claims area

This is the claims area. These shelves hold the claims for paper shipments. Behind these ranges are the shelves for separates, etc. LPS is allowed by the GPO's Inspector General to keep an extra twenty claims copies of every publication we ship to depositories. Naturally, if the number of copies we originally receive is already short, then there might not be any claims copies available for claims.

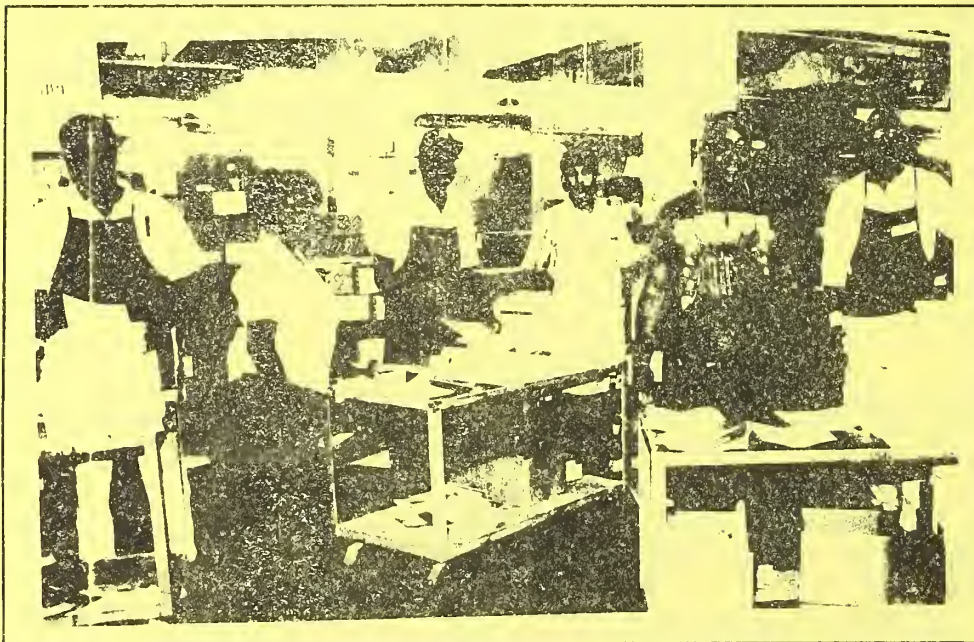
As you probably already know, depositories are given sixty days to file a claim. It should take less than thirty days for a depository to receive a shipment and send back its claim to GPO, but GPO keeps these claims copies for ninety days. You can see that each segment of the shelf is marked with a shipping list number and contains the claims copies from that shipping list.



3. Sheila Kennedy and Gwendolyn Gorham fill claims.

STOP # 3 - Lighted bins area

The day before a particular shipment is scheduled to be distributed, the item numbers of publications in that shipment are entered into the lighted bin system. The entire skid of publications is brought here, the boxes on the skid are emptied, and the publications are placed on these metal carts. Each cart goes to a different zone of the lighted bin system. The zones can work independently from one another. The zones run in numerical order by library number. The Regional Libraries are grouped at the end of the lighted bin area. Generally, paper shipments and microfiche shipments are not thrown at the same time.



4. Depository Distribution staff load incoming documents onto metal carts. Left to right are: Eldridge Beavers, Betty Boyd, Howard Murray, Eugene French, James Brevard, and Charles Hairston.

Each library has its own separate bin. Each bin is marked with the library's depository number and contains a separate compartment for the library's mailing labels. A box is placed in each bin. Each box is marked with the depository number in grease pen on the inside flap of the box.

The worker has a copy of today's shipping lists. The worker types the shipping list number and then the item number into the computer. With the press of a button, two lights go on over the bin of each library that is recorded as selecting that particular item number. In this way, the worker knows in which bin to throw a particular publication. When the material on a particular shipping list has all been distributed, then a copy of the shipping list is placed in the box on top of the publications.

Only regionals and full selectives usually receive one shipping list per box; most depositories are selective and can receive a number of depository shipments and their corresponding shipping lists in a box. As the amount of material depositories select varies greatly, the individual shipment boxes fill at different rates. When a particular box is full, a mailing label is placed on top and then the full box is removed from the bin and an empty box takes its place in the bin. On Friday mornings the "separates" shipping list is placed in all boxes and all bins are cleared of boxes. This means that at least one box per week should arrive at all depositories.



5. Deirdre Kpodo types new shipping list and item numbers into computer while Foreman Cornelius Greene observes.

"Separates" are items too large to place in a normal shipment box. They are distributed separately by GPO or its contractors. A special "separate" shipping list is then composed and placed in the library bins each Friday morning. As some materials are shipped from various contractors, it is not unusual for separates to arrive well before or well after the separate shipping list.

STOP # 4 - Mail Manifest area

The boxes come down the conveyer and a worker takes the mailing label from the top of the box and pastes it on the side of the box. The box then goes through this padlocker machine. The padlocker seals the box and sends it to the mail manifest station. At the mail manifest station, the box is weighed and a decision is made concerning the cheapest method of sending it to the depository. Depositories in the surrounding regions usually get their boxes via United Parcel Service. Libraries farther away but still located in the contiguous United States receive their boxes via 4th class mail. Libraries outside the contiguous United States receive their boxes airmail, as these libraries are too far from GPO to ever make a timely claim if served by third class mail.

After the mailing information has been printed on the box using the mail manifest system, the boxes are loaded on skids and sent down to the ground floor where they are picked-up by either UPS or the Postal Service.



6. Clara Williams puts documents into depository boxes.

STOP # 5 - Acquisition & Classifications Room

We have now crossed over from the Distribution Division to the Library Division. As stated before, the Library Division is the part of the Library Programs Service that performs the library functions of the programs we manage. The rest of our time on this tour will be spent in the Library Division. We are presently in the Depository Administration Branch of the Library Division. The Depository Administration Branch performs all the technical services functions of a library with the exception of cataloging.

The Information Processing Unit of the Depository Administration Branch is the part of LPS that keeps track of which library has requested which item number. The mainframe computer-based system used for this is called the **Depository Distribution Information System (DDIS)**. When a library becomes a depository, their initial item number selections are entered into DDIS. The workers in this area also disseminate the annual item number selection printout and the periodic surveys of new item numbers. These workers then input the information received from the libraries into DDIS. It is the information from the DDIS system that allows the Distribution Division's lighted bins to light only those bins of libraries selecting a particular item number.



7. Delorice Taft keys shipping list into computer while Beverly Richardson looks on.

The rest of this room is taken up with the Acquisitions and Classification Section. This area functions similarly to the technical services part of a library, but there are many important differences. We have already discussed how LPS acquires publications through reviewing print order requests. Workers in this area also track down "fugitive" publications and research and answer depositories' inquiries concerning publications that are "missing" or late in coming through the system. Each of the Publications Management Specialists in this section is responsible for acquiring and classifying publications from a particular government agency.

They also receive the publications from the "joker" (sample) boxes. These publications are then fully classified. Sometimes, this results in a change in the original item number assignment. This is due to the fact that the preliminary classification number assigned prior to printing is sometimes not accurate because of insufficient data on the original "Notification of Intent to Publish" form. Only when the publication is in hand can LPS staffers ensure that a particular publication belongs under a particular item number.

Once item number and class are verified for all the publications in the "joker" box, then the shipping list is composed on a PC. (By the way, you might be interested in knowing that until recently, all shipping lists were typed on an ordinary typewriter.



8. The Acquisitions & Classification Section staff includes, left to right, Joan Robertson, Steve Wiggins, George Murphy, Ashok Malhotra, Viola Lucas, and Ed Loughran.

Shipping lists have been generated on a PC-based system only since January 1989.)

After consulting with the Depository Distribution Division, Information Processing Unit staff assign a date to the shipping list. The date on the shipping list will be the day that particular shipping list is distributed. The afternoon prior to the distribution of the contents of the shipping list, the shipping list's information, shipping list numbers and the corresponding item numbers, are entered into the lighted bin system.

STOP # 6 - Micrographics Area

This is the Micrographics Section of the Depository Administration Branch. This is the area that prepares depository publications for distribution in micrographic format. As you might already know, some large microfiche sets are produced by agencies and distributed through the Federal Depository Library Program. But most microfiche

distributed under the Federal Depository Library Program are produced for GPO from paper copies supplied by the agencies.

The usual procedure is for an agency to supply GPO with two paper copies of a particular publication. One copy is then classified and a SuDocs class number is assigned. After this has taken place, the appropriate item number is found. Once the item number is established, we then know how many microfiche copies of the publications are needed. The second copy of the publication is then sent to one of approximately ten contractors.



9. Shirley Lewis and Gary Landis check microfiche against typed orders.

These contractors produce a silver master microfiche copy of the publication, complete with SuDocs header, and a quantity of diazo microfiche based on the item number count. The usual turn-around time is ten days. Packets of microfiche are often delivered from the contractors in individual mailing envelopes. The microfiche shipping lists are then composed. These shipping lists are handled in the same manner as paper shipping lists.

U.S. Geological Survey and Defense Mapping Agency maps are sent to libraries directly from the agencies. These maps are listed on a special "maps" shipping list. The fourth type of shipping list is the

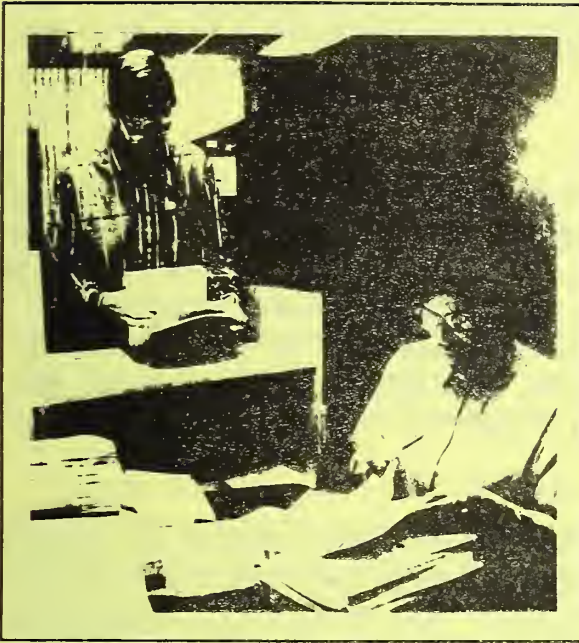
"electronic" shipping list. The electronic shipping list lists electronic materials that are distributed by the Federal Depository Library Program.

We will now leave the Depository Administration Branch and walk into the Cataloging Branch.

STOP # 7 - Cataloging Area

The Cataloging Branch is responsible for the cataloging of Federal Government publications. The Cataloging Branch operates the Cataloging and Indexing Program. Once documents are distributed, they are sent to be cataloged. The catalogers in this area prioritize the publications by type. Congressional and publications in the news, receive the highest priority. Technical and research reports receive the lowest priority.

Individual catalogers specialize in certain agencies. They work at these PCs. After their work is reviewed, the information is sent electronically to OCLC. Once a week, OCLC sends a tape of the previous week's transactions. Once a month these tapes are



10. Catalogers Wil Danielson and Secma Godbole check received documents against shipping list.



11. Catalogers Sumati Mehta and Eileen Seremeth consult on a cataloging record.

combined and run through GPO's SAMANTHA software. The result is the **Monthly Catalog of United States Government Publications**.

Besides the **Monthly Catalog**, the cataloging information is available in the **Serial Set Supplement** and other sibling products. The cataloging tapes are then sent to the Cataloging Distribution Service (CDS) of the Library of Congress, which offers them for sale to commercial vendors, to libraries, and to the public.



12. Inspector Mike Clark and Information Technology Program Manager Jane Bartlett discuss effect of new technologies on depository libraries.

The Information Technology Program, located in this area but not part of the Cataloging Branch, is a one person operation. Its primary responsibility is to oversee the completion of the five electronic pilot projects. As mentioned earlier, these pilot projects

and the information that we receive from them are giving us a basis on which to plan for the introduction of future electronic products.

STOP # 8 - Depository Services Office

We are now in the area of the Library Programs Service that houses the Depository Services Staff (DSS). DSS is the part of LPS that deals with the Federal Depository Library System as a whole. All other areas of LPS work with the depository materials themselves. DSS works with the system and the libraries as a whole. Depository designations and terminations, biennial surveys and inspections, FDLP publications, training and workshops, all are handled by DSS. DSS acts as a liaison between the Regional Libraries and GPO. If LPS were a library, then DSS would be the public services area of the library.

On the walls of the DSS office you will note the maps which identify the location of each Federal Depository Library. Also notice the statistics on the number of libraries that enter and leave the system within a given year. The PAMALA databases located here keep biennial survey and inspection information about each Federal Depository Library. This information is used to monitor the condition of the entire Federal Depository Library System.



13. Designation Program Manager John Tate, at right, points out location of most recent depository library to inspectors Mike Clark and Joe Paskoski.

FDLP publications from **Administrative Notes** to the **Instructions to Depository Libraries** are handled by the Publications Librarian. Maintaining communications between the libraries and GPO is an important part of DSS's mission.

Only a small percentage of the FDLP takes place at GPO, but GPO is responsible for the entire FDLP. And it is the operation of the FDLP outside the walls of GPO that most concerns DSS.

Probably the aspect of DSS that librarians are most aware of is the inspection process. While the rest of LPS deals with the dissemination of current Government

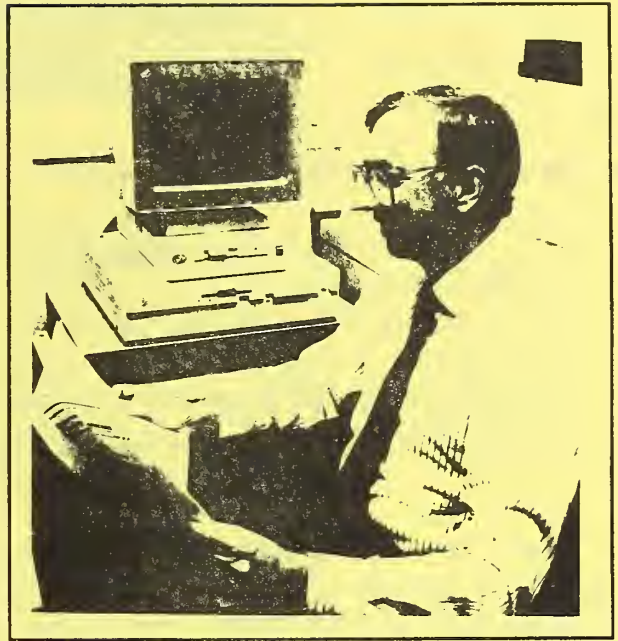
documents, inspectors monitor the 99%+ of the Government documents that are already in the custody of Federal Depository Libraries.

The reason the FDLP exists is to provide for free and unrestricted public access to these materials. Regular inspections based primarily on the **Instructions to Depository Libraries** ensure that the FDLP fulfills its mission of providing this access to all Americans.

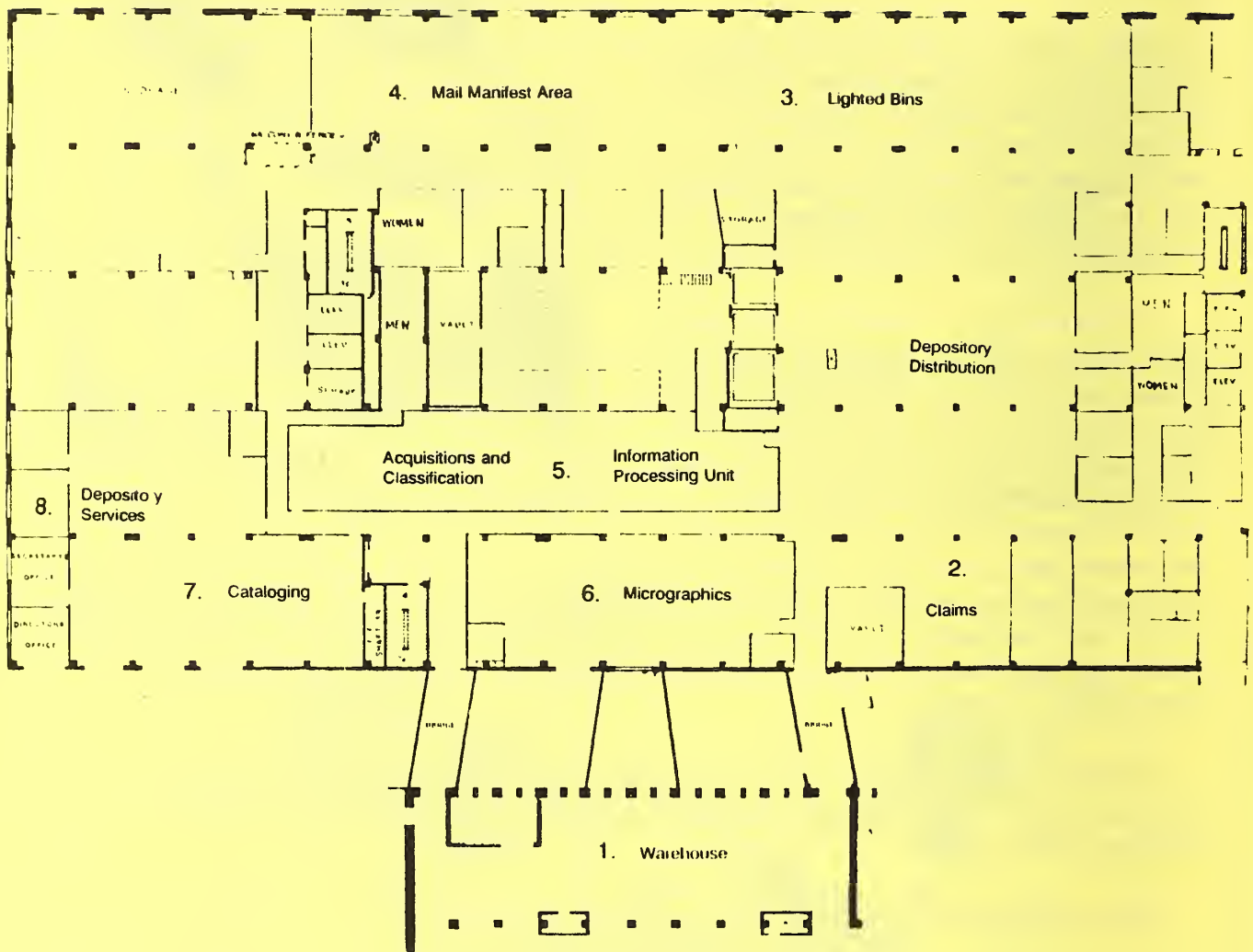
Inspections are conducted on a rotating basis. Those libraries that have gone the longest since their last inspection are given the highest priority for an inspection visit. Inspectors usually visit 8 libraries during a typical 2-week inspection trip. Due to staffing constraints, the period between inspections has more than doubled in recent years. This lengthy interim period has had a detrimental effect on the performance of some depository libraries. However, the hiring of two more inspectors, recently authorized by the Superintendent of Documents, will enable the inspectors to approach the desired goal of a 3-year interim between inspections.

All areas of LPS are dedicated to serving the Federal depository libraries and assisting them in their mission of making Federal Government information freely available to the public.

This concludes our tour of the Library Programs Service.



14. Joe McClane, Chief of Depository Services Staff, reviews an inspection report.



ELECTRONIC CORNER

CD-ROMs and Patron Self-Service

Providing government information to the general public is what the Federal Depository Library Program is all about. The relatively recent dissemination of some of that information in the CD-ROM format has created challenges (and headaches) for many documents librarians. Although there may not be any easy paths to quality service with these electronic files, individuals in the depository community are demonstrating a great resilience and resourcefulness in dealing with them. Some have even volunteered to share their experiences with others through the **Electronic Corner**.

How are you managing with the depository electronic information products? Are there public service or technical service problems you face that beg for a solution? Your questions and contributions for this column are encouraged. Send either to Jane Bartlett, **Electronic Corner**, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. If your article is of any length, please send it on a floppy diskette (either size) with the text in ASCII or WordPerfect 5.0 or 5.1. Thanks.

This issue's feature was provided by Robert Lopresti from the depository at the Western Washington University. Many thanks, Rob!

QUESTION: We'd like to encourage as much patron self-service with our many depository CD-ROMs as possible. What are other depositories doing to make this possible?

RESPONSE:

DOCBASE: A Strategy for CD-ROM Service

by
Robert Lopresti

Like most depository libraries, Western Washington University has spent the last year coming to terms with an influx of CD-ROMs. Our goal has been to make them available to the public in a usable way. Our solution is a system we call Docbase.

The Documents Division of Western Washington University Libraries selects about 57% of depository items and as of mid-1991 we have received about 70 CD-ROMs in approximately 20 series. Most of these are stored in the Documents Division of Wilson Library.¹

The Library was able to purchase an IBM compatible computer with CD-ROM changer for the Documents Division. The changer permits "six-packs" of CD-ROMs to be exchanged easily with no handling of individual discs.

This machine was set up on a wide counter in the work area of the Documents

Division. Keyboard and screen face the public while the CD-ROM changer faces the documents staff. Thus, the patrons never handle individual CD-ROMs or six-packs.

Rather than trying to familiarize the public with a dozen new tools at once, we gave the computer a single name: Docbase. A sign was produced to sit on top of the machine, just as other public computers in the Library have signs that read Infotrac, Disclosure, etc. This signage is meant to encourage patrons who have become familiar with one such tool to try others. Patrons approaching Docbase see the following message on the computer screen:

WELCOME TO DOCBASE!

government publications on CD-ROMs

Box No. 1

- County and City Data Book
- Exports
- Imports
- County Business Patterns
- National Trade Data Bank
- Census PL94-171

Box No. 2

- Congressional Record 1985
- Economic Censuses
- Agricultural Census
- Hazardous Material Information System

H for Help with Docbase

Type 1, 2, or H, and then press Enter.

The boxes referred to in the Menu are the "six-packs." The patron now makes a selection. If she requests Box No. 1, for example, the next screen tells her to ask the Documents staff behind the counter to check that Box No. 1 is running. The boxes are numbered and color-coded, so this can be confirmed at a glance.

The next menu lists all the CD-ROMs in the chosen box and invites the patron to select one. That new choice starts a batch file which moves to the appropriate CD-ROM or subdirectory of the hard drive (depending on the CD-ROM) and issues the commands needed to start the program. When the patron exits the program the batch file automatically returns her to the Docbase Menu, if possible.

For some of the CD-ROM series only one disc is running in Docbase, although many are available. With the Census PL94-171 data, for example, we run the disc that contains the Washington State data, but our staff knows how to replace it with a different disc on request.

The key to the system is the Docbase Guide, a looseleaf manual we created which leads the patron through each CD-ROM. The Guide contains three sections.

Section One, the Introduction, explains what Docbase is and how to use it. It defines the most commonly used commands and describes how to retrieve information from Docbase (by printing, downloading or borrowing). There is a short introduction to the thorny question of citing CD-ROMs in footnotes and bibliographies. This Introduction, in slightly modified form, is what the patron sees if she types H for Help at the main menu.

Section Two, Docbase Summaries, has a two or three page guide to every CD-ROM running on Docbase. Each summary asks and answers the following questions:

1. What is it?
2. Who produces it?
3. Are there guides to using it?
4. Is it updated?
5. Can the CD-ROM be checked out?
6. Who can be called for more information?
7. Sudoc Number?
8. Is there a paper equivalent in this library?

The ninth and longest section of each summary is called "Tricks," and attempts to "talk the patron through" the fastest and easiest route to using the CD-ROM. "Tricks" contains the following subsections:

1. Getting in (starting the program).
2. Using it.
3. Help (on-screen? manuals?).
4. Printing.
5. Copying (downloading).
6. Getting out.

Section Three is a list of all CD-ROM series received by the Documents Division. It gives their call numbers and locations (Docbase, Map Library, Documents Workroom, etc.).

The staff copy of the Docbase Guide has a fourth section, the Student Assistants' Supplement, which lists our policies and tells how to change boxes, switch discs, etc.

The Guide points out that many of the programs can be used with commercial programs such as dBase, but the Documents Division does not provide such programs, nor do we attempt to teach their use. The Guide does not mention or try to explain the Census Bureau's Extract program.

Patron reaction to the government CD-ROMs has been a mixture of excitement over the wealth of information available, and frustration over the difficulty in digging it out. Docbase attempts to make the digging easier. The Docbase Guide continually evolves as

new CD-ROMs arrive and as the Documents staff confronts and solves new problems.

All menu screens and batch files were created in-house using the DOS edlin and copy con commands. The Docbase Guide was prepared in-house using Wordstar.

Any depository library is welcome to take or modify Docbase for their own use. A copy of the menus and the Docbase Guide (in both Wordstar and ASCII format) can be obtained by sending a formatted 3½-inch floppy disc with a stamped, self-addressed mailer to:

Docbase
c/o Robert Lopresti
Wilson Library
Western Washington University
Bellingham, WA 98225-9103

ENDNOTE

1. Exceptions include the Toxic Chemical Release Inventory (stored in the Science Division of Wilson Library), the TIGER/Line Files (stored in the Demographic Research Laboratory), and the Digital Line Graph (stored in the Geography Department's Map Library). The latter two agencies are not part of Western Washington University Libraries, so separate housing agreements needed to be set in place.



Readers Exchange

U.S. Senate Bibliographies

by

John A. McGeachy

Introduction

The United States Senate produces series of Committee hearings, prints, and publications as part of the legislative process. These materials comprise an important segment of the holdings of more than 1400 depository libraries located throughout the nation. Bibliographic records for the individual titles in these series are contained in readily available sources. But a comprehensive listing of this material is not available to libraries.

Such lists can be of great value to depositories. The North Carolina State University Libraries compiles data about these series in dBase 3+ files as insurance that all of the pieces are properly received and preserved. The Documents department at NCSU contains dBase files for the 99th through 102nd Congresses.

NCSU produces very timely bibliographies of Senate hearings, prints, and publications from title page proofs received monthly from the Senate Library. These bibliographies are distributed through a variety of methods:

- via List server access from LISTSERV@NCSUVM.CC.NCSU.EDU
- by floppy disk distribution to subscribers
- in paper copy to subscribers and requestors.

See below for instructions for list server access to the files.

Send inquiries concerning floppy disk or paper copies to:

John A. McGeachy
Documents Department
D.H. Hill Library
North Carolina State University
Raleigh, N.C. 27695-7111

Internet: McGeachy@libgb2.lib.ncsu.edu
Telephone: (919) 515-3280

List Server Access

Note: All GET, TELL, INDEX, and other such commands should be addressed to LISTSERV@NCSUVM or LISTSERV@NCSUVM.CC.NCSU.EDU

Getting a List of Archived Texts

- A. If you are on Bitnet/NetNorth/EARN and use an IBM VM/CMS system, send the interactive message:

```
TELL LISTSERV@NCSUVM IND SENATE
```

As an alternative, send a mail message to LISTSERV@NCSUVM containing the one and only line:

```
IND SENATE
```

in the body of the mail message. This should be on the first line of the mail message, with a blank subject field and no salutation preceding this line.

- B. If you are on Bitnet/NetNorth/EARN and use a Vax VMS system, type:

```
SEND MESSAGE NCSUVM LISTSERV IND SENATE
```

You may also be able to use this interactive procedure:

```
SEND/REMOTE NCSUVM LISTSERV
```

You should get the prompt: (NCSUVM)LISTSERV:

At the prompt, type:

```
IND SENATE
```

If neither the SEND command nor the interactive procedure produce the desired results, use whatever command you have to send a file - e.g., SENDFILE - to LISTSERV@NCSUVM, the first and only line of the file you send being IND SENATE.

- C. If you are on Bitnet/NetNorth/EARN, but don't use an IBM VM/CMS system, or if you are not on Bitnet (e.g., JANET, arpa, uucp, etc.) use your mailer of whatever kind - e.g., MAIL - to send an ordinary message to LISTSERV@NCSUVM and include as the one and only line IND SENATE.

Getting the Text of a Bibliography

- A. If you are on Bitnet/NetNorth/EARN and use an IBM VM/CMS system, send the interactive message:

```
TELL LISTSERV@NCSUVM GET fn ft SENATE
```


where "fn ft" are filename and filetype. See the section below for standard file nomenclature.

As an alternative, send a mail message to `LISTSERV@NCSUVM` containing the one and only line:

```
GET fn ft SENATE
```

in the body of the mail message. This should be on the first line of the mail message, with a blank subject field and no salutation preceding this line.

- B. If you are on Bitnet/NetNorth/EARN and use a Vax VMS system, type:

```
SEND MESSAGE NCSUVM LISTSERV GET fn ft SENATE
```

You may also be able to use this interactive procedure:

```
SEND/REMOTE NCSUVM LISTSERV
```

You should get the prompt: `(NCSUVM)LISTSERV:`

At the prompt, type:

```
GET fn ft SENATE
```

If neither the `SEND` command nor the interactive procedure produce the desired results, use whatever command you have to send a file - e.g., `SENDFILE` - to `LISTSERV@NCSUVM`, the first and only line of the file you send being `GET fn ft SENATE`.

- C. If you are on Bitnet/NetNorth/EARN, but don't use an IBM VM/CMS system, or if you are not on Bitnet (e.g., JANET, arpa, uucp, etc.) use your mailer of whatever kind--e.g., `MAIL`--to send an ordinary message to `LISTSERV@NCSUVM` and include as the one and only line `GET fn ft SENATE`.

Note: These instructions were derived from those used to access `HUMANIST` and `POST-MODERN CULTURE`.

Learning of and Obtaining Updated Bibliographies

Bibliographic files for series of the current Congress, and the Congress just prior to the present one, will be replaced each month as new titles are added to the databases. It is possible for the list server to notify you that new files are available.

- A. Send a command to begin Automatic File Distribution to `LISTSERV@NCSUVM` to obtain a copy of each revised list of files as that list is updated:

AFD ADD SENATE FILELIST

Each month thereafter you will receive a message listing all the files available in the Senate Filelist. Examine the date portion of the filetype to see which of them have been updated in the present month. (To stop receipt of these messages send `LISTSERV@NCSUVM` the command:

AFD DEL SENATE FILELIST)

- B. At this time the best method for you to obtain an updated bibliography is with a `TELL` or `GET` command as described above. It is possible for you to use the `AFD` command to request automatic distribution of updated files directly. But the number of files involved, and the unresolved question of the possible use of wildcards in the `AFD` command, make this alternative less attractive.

File Transfer Protocol (FTP)

All SENATE files are also available to computers with interactive messaging by anonymous FTP to NCSUVM with the command:

`FTP NCSUVM.CC.NCSU.EDU`

Once connection with NCSUVM has been made, issue the following commands to retrieve SENATE FILELIST files:

`CD SENATE`
`GET filename filetype`

File Nomenclature

File Name

The first two or three characters of a file name designate the number of a Congress:

99 100 101 102 etc.

The next two characters in a file name identify the type of Senate document contained in the file:

HR - Hearing PB - Publication PT - Print

The last character of the file name identifies the type of record sequence in the file:

- C - Alphabetical by Committee, and then numerical within each Committee
- N - Numerical by HR, PB, or PT number
- T - Alphabetical by title

There are nine files per Congress, e.g.:

99HRC	99PBC	99PTC
99HRN	99PBN	99PTN
99HRT	99PBT	99PTT

File Type

The first three characters of the file type identify the text source. The final four characters of the file type (available only on the list server) designate the year and month in which the file was created; e.g. xxx9107.

.TXT - ASCII text produced by the dBase report generator. Each ASCII.TXT file on the list server is replaced with a new updated, cumulated file every month in which new records are added to the corresponding dBase files. .TXT files are used at NCSU as source code for editing in WordPerfect. These .TXT files will only be slightly edited before appearing on the list server.

.DBF - Database files are not available through the list server. Those persons wishing to receive dBase 3+ files may request them from NCSU. Three files will be sent: two .DBF files (one in numerical order, another in title order), and an .NDX (index) file to access the data in Committee order.

.GWP - ASCII text files created from edited Word Perfect files. .GWP files will be found as the final edition of a List of Senate hearings, prints, and publications for a Congress. .GWP files are sent to floppy disk subscribers of the listings by Committee.

An example of a typical file designation is thus:

102HRC.TXT9110

For the best presentation of the data obtained from the list server, reformat .GWP files with a word processor using 12 point Courier font and one inch left and right margins.

Shipping List Number 91-0518-P Not Used

Shipping list number 91-0518-P was inadvertently skipped during the assignment of numbers for paper shipments. As the number assignments are too far along to go back and assign this number, it will not be assigned at all. Please do not claim this non-existent shipping list.

ATTENTION DEPOSITORY LIBRARIANS!!!



Sales Program Promotional Materials Available...

The Superintendent of Documents has various Sales Program promotional materials available at no cost.

Many depository librarians use these materials in Government documents workshops, conferences, exhibits, etc., to provide information on the availability of Government publications for sale by the U.S. Government Printing Office.

In an effort to be of assistance and to let all depository librarians know of the accessibility of these materials, the Office of Marketing produced an order form listing the promotional items with illustrations...as shown on the following pages.

If you are interested in receiving any of the catalogs, brochures, etc., just indicate the quantities desired, complete the mailing label and return to the address stated on the form.

To obtain additional order forms contact Joyce Truman on telephone number (202) 275-3635 or FAX number (202) 275-7747.



ORDER FORM

Superintendent of Documents Sales Program Promotional Materials

The materials listed below were produced to provide information on the availability of Government publications for sale by the U.S. Government Printing Office. These items are available to librarians for use in workshops, conferences, etc., and to other qualifying organizations. Complete the mailing label below, indicate the quantities desired and mail to: U.S. Government Printing Office, Superintendent of Documents, Office of Marketing, Mail Stop: SM, Washington, DC 20401

- | | <u>Title</u> | <u>Quantity</u> |
|----|--|-----------------|
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(Lists 10 Best Sellers for previous month.) | _____ |
| 2. | Books for Business Professionals Catalog
(A special collection of books about business.) | _____ |
| 3. | Customer Information Sheet
(Basic information needed to order publications.) | _____ |
| 4. | Electronic Information Products Brochure
(Lists publications available for sale on magnetic tape and/or disk.) | _____ |
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(A complete listing of periodicals and subscription services.) | _____ |
| 6. | New Books Catalog
(A listing of titles of new publications entering the sales program during the two previous months.) | _____ |
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(Lists more than 200 separate Subject Bibliographies of publications relating to specific subjects.) | _____ |
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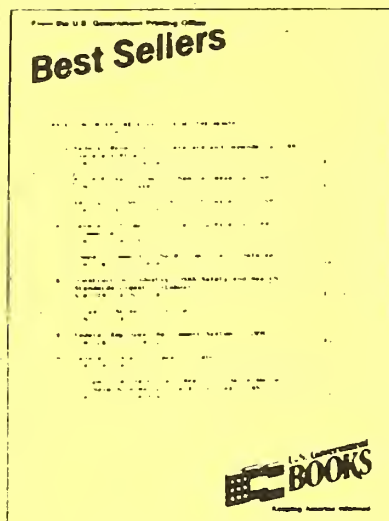
Please provide your telephone number and/or fax number below to enable us to contact you if necessary

Telephone No. () _____

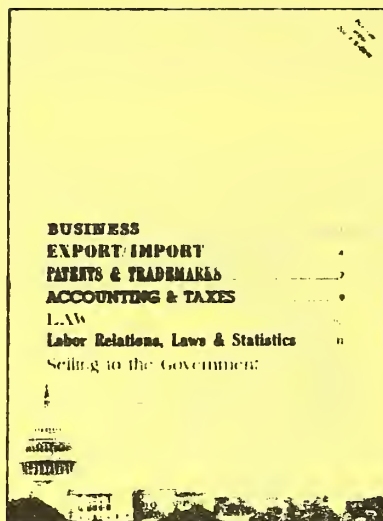
FAX No. () _____

See illustrations on reverse. →

1.



2.



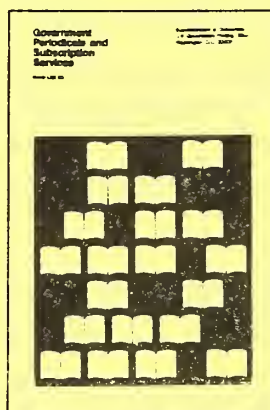
3.



4.



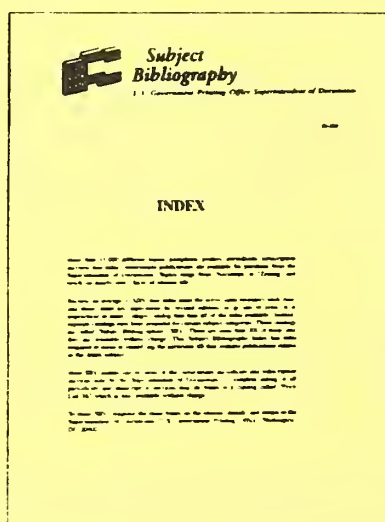
5.



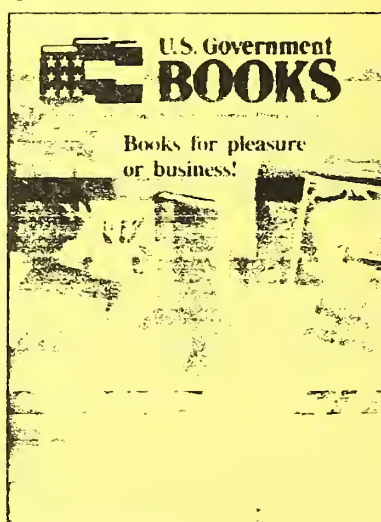
6.



7.



8.



The E-Report

Status of Federal Electronic Information

August 28, 1991

1991-04

Agency	Item #	Class #	Title/Format	Status
Dept. of the Interior			Selected Water Resources Abstracts CD-ROM	Not available through the Federal Depository Library Program. Commercial vendors include Cambridge Scientific Abstracts, National Information Services Corp., Silver Platter. (For addresses, see notice on p. 2.)



Copies of LPS Bulletin Board Study Available

A limited number of copies of Electronic Bulletin Board System for the Federal Depository Library Program: A Study are available on a first-come, first served basis. If you would like a copy, please fill out the coupon below and send it to:

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Library Programs Service - SLL
U.S. G.P.O.
Washington, DC 20401
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Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
 U.S. Government Printing Office
 Library Programs Service, SLL
 Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 275-1130